

FINANCIAL SERVICES



MISSION STATEMENT

The Financial Services Department is committed to quality and excellence ensuring the financial integrity of the City and its related agencies while providing efficient, courteous service.

ABOUT FINANCIAL SERVICES

The Financial Services Department is responsible for providing quantitative financial information as well as qualitative fiscal management of City funds. This enables the City Council, City departments and agencies to make informed decisions on the allocation of available resources through the careful analysis of revenues and expenditures. The department also maintains a balanced City budget, and provides the City's financial condition and the results of its operations in the fiscal year-end Comprehensive Annual Financial Report (CAFR).

The department provides a wide range of services including budget, purchasing, accounts receivable and revenue collection, fixed asset management, payroll, accounts payable, accounting, deferred compensation administration, Public Employees' Retirement System (PERS) reporting, debt management, and internal audit management.

OBJECTIVES

The Financial Services Department closely adheres to the City Council's adopted Financial Policies and administers the City's fiscal operations in conjunction with the City's Ten-Year Strategic Plan Goals. These include maintaining a balanced operating budget for all governmental funds, monitoring all proprietary funds to ensure that they remain self-supporting, maintaining appropriate reserves, and complying with all bond covenants. The City and its related agencies bonded indebtedness will continue to be monitored including debt service payments, bondholder relations, arbitrage coordination, continuing disclosure requirements and internal controls.

The Department will comply with the changes in reporting requirements and adhere to the principles of the Governmental Accounting Standards Board (GASB). Staff will provide ongoing training and support to City employees in the Oracle financials module and maintain a high level of customer service to the other departments, residents and businesses.

The Department will continue to produce an award winning Annual Budget, CAFR and Capital Improvement Program (CIP) Budget that is recognized by both the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO).

CHANGES FROM PRIOR YEAR

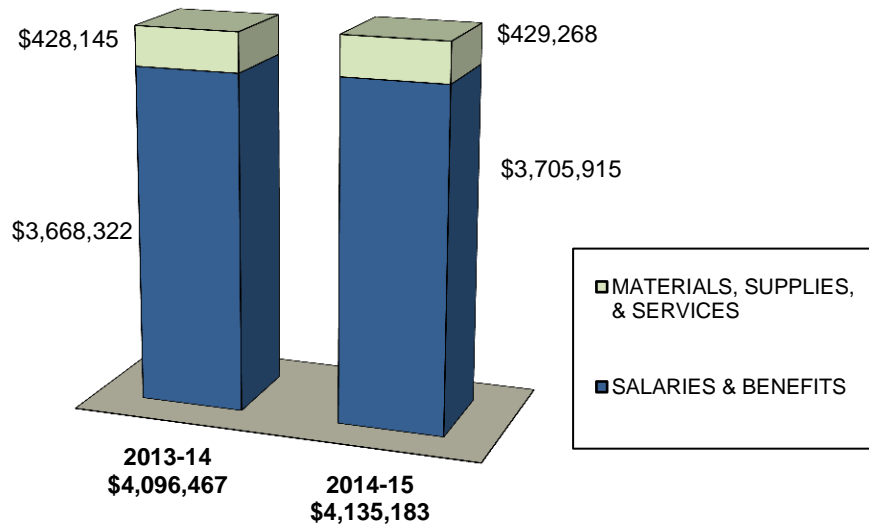
Staffing changes include the addition of a full-time Accountant position in order to meet the requirements and increased demand of internal and external reporting and financial analysis.

DEPARTMENT SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	32.000	31.800	32.800	1.000
Salaries & Benefits	\$ 3,624,944	\$ 3,668,322	\$ 3,705,915	\$ 37,593
Materials, Supplies, Services	435,896	428,145	429,268	1,123
TOTAL	\$ 4,060,840	\$ 4,096,467	\$ 4,135,183	\$ 38,716



DEPARTMENT SUMMARY



2013-14 WORK PROGRAM HIGHLIGHTS

- Adopted a balanced budget totaling approximately \$659 million.
- For the 22nd year in a row, the City received the Government Finance Officers Association's (GFOA's) Distinguished Budget Presentation Award for FY 2013-14. This is the highest form of recognition in governmental budgeting.
- The City's FY 2013-14 Adopted Annual Budget and Capital Improvement Program (CIP) Budget received the Excellence in Operating Budget Award and Excellence in Capital Budget Award by the California Society of Municipal Finance Officers (CSMFO).
- For the 30th consecutive year, the Comprehensive Annual Financial Report (CAFR) received the GFOA's annual national achievement award.
- For the first time, received the Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Produced spendable fund balance reports to assess the fiscal health of City funds by ongoing periodic reviews. This includes evaluating fund performance based on cash flow, asset/liability valuations and reserves, and addressing legislative risks that may affect future revenues and increasing expenditures.
- Reviewed the documentation of the Finance Department's internal controls. Internal controls are required to ensure appropriate safeguards are in place to protect tax payer dollars.
- Refinanced the 2004 Wastewater Treatment Revenue Bonds saving the City an estimated \$2.2 million dollars over the term of the bond.
- Coordinated the audits for the Transient Occupancy Tax and Transient Parking Tax. In addition, an audit on the citywide procurement cards and the Burbank Bus operational analysis was performed.
- Assisted with the creation and implementation of electronic interfaces to the Oracle system and the design of the Customer Care and Billing (CCnB) system.
- Completed a RFP for investment consulting services and selected a new vendor to serve as the City's Fiduciary Partner in overseeing the City's \$457 Deferred Compensation Program.
- Implemented redesigned functionality for streamlined employee supplier entry in the Accounts Payable Oracle module, including migrating all records to the new setup and the creation of new policies and procedures.
- Implemented electronic submission of bi-weekly CalPERS payments.
- Implemented a direct deposit option for spousal and child garnishment recipients.
- Improved the FY 2014-15 Adopted Budget book by converting it to an easy to read format that will enhance production quality, organization and online browsing.
- Completed the RFP process and executed a contract for a citywide fee study to identify and evaluate cost recovery practices that will improve the City's operations and long term revenue performance.
- Substantial process improvements were made within the Oracle Advanced Collection module to increase efficiencies in collection procedures and reporting capabilities. Advances in reporting include tracking collection performance, cost allocation of activities and a mass increase in the number of Dunning letters produced.



2013-14 WORK PROGRAM HIGHLIGHTS (cont.)

- Issued an Administrative Procedure regarding city property damage and restitution cases to establish standardized processes and improve interdepartmental communication.
- Updated the Administrative Procedure on the use of citywide procurement cards.
- Completed a feasibility analysis on accepting online Public Works construction bids using e-procurement to streamline the process and increase efficiency.
- Completed an evaluation to implement paperless purchasing by sending out digital purchase orders to vendors and departments. This will increase efficiency, save paper and reduce reproduction costs.
- Established and met the goal of issuing blanket purchase orders by the June 2013 deadline for FY 2013-14 to facilitate department needs and increase Purchasing Division customer support.

2014-15 WORK PROGRAM GOALS

- Submit an award winning Comprehensive Annual Financial Report (CAFR), Budget and CIP.
- Receive the 2014 Achievement of Excellence in Procurement (AEP) award through the National Procurement Institute (NPI).
- Continue to maintain a balanced City budget and update the 5-year financial forecast to address any future projected budget shortfalls and forecast within + or - 3% of actual results.
- Continue to monitor CalPERS pension costs and incorporate the fiscal impact into the Budget and the five-year financial forecast.
- Continue to update and monitor spendable fund balance reports for City funds on an ongoing basis.
- Evaluate and produce a manual of the Finance department's policies and procedures to ensure appropriate internal controls and safeguards are in place.
- Review outstanding citywide debt obligations for potential interest savings.
- Coordinate Transient Occupancy Tax and Transient Parking Tax audits and other special audits.
- Monitor any newly issued Governmental Accounting Standards Board (GASB) pronouncements. Following GASB helps assure the public and the financial community that the City's finances are being handled competently.
- Monitor appropriate accounting policies and procedures for the former Redevelopment Agency and its Successor Agency and determine its fiscal impact to the five-year financial forecast.
- Meet all required reporting for State, Federal and other governmental agencies and submit the annual State Controller's Report.
- Work with the City Treasurer's office and explore the feasibility of streamlining the monthly Citywide cash reconciliation process.
- Implement electronic payment options for vendors through the Oracle Accounts Payable module.
- Update the Citywide Administrative Procedures for employee travel expense and reporting requirements.
- Create Citywide Administrative Procedures for Payroll and Time Entry.
- Complete a comprehensive citywide user fee study to determine service delivery costs, efficiencies and best practices. This will enable the city to implement cost recovery policies that will enhance citywide revenues.
- Continue to improve collection policies, procedures, and process improvements within the Oracle Advanced Collection module to increase efficiencies, collection performance, reporting, as well as minimize outstanding balances of aged receivables.
- Create a collections desktop manual to formally document collection processes and procedures and provide guidelines to staff.
- Implement the next phase of e-procurement to receive Public Works construction bids digitally.
- Implement phase one of paperless purchasing by issuing purchase orders digitally (versus hard copy) to vendors and departments.
- Work with City Attorney's Office to update the Purchasing Code to increase transparency, reflect changes in technology and City structure and make the Code consistent with the City Charter.
- Determine the feasibility of implementing a comprehensive e-payables program to increase efficiency, reduce mail costs and generate increased rebate revenues.

Accounting/Administration Division

001.FN01A



The Accounting/Administration Division is responsible for the development, implementation, and maintenance of effective financial accounting systems and controls. The Division provides for management control over the City's financial operations by ensuring the ability to present fairly, and with full disclosure on a timely basis, the financial position of the City. This division is responsible for the development of long range financial planning and fiscal support functions to other City departments and other responsible agencies. Payroll, debt management, deferred compensation/PERS reporting, accounts payable, accounting and financial reporting, as well as managing of internal audits are handled in this division.

OBJECTIVES

- Complete month-end closings of all Oracle financial modules in a timely manner.
- Issue the June 30, 2014 Comprehensive Annual Financial Report (CAFR) that meets the GFOA award program guidelines for excellence in financial reporting.
- Coordinate Annual Financial Audit with outside auditors.
- Provide initial and ongoing training for all Oracle Financial users.
- Complete State Controller's Reports, Street Reports, and Comprehensive Annual Financial Reports (CAFR's) within applicable deadlines.
- Work with Information Technology to implement on-going enhancements for the Enterprise Resource Planning (ERP) system.
- Work with other departments to update and maintain a five-year cash flow analysis for Refuse, Sewer, Golf, Gas Tax, Parking Authority, Transportation funds, Housing funds, and Internal Service funds.
- Issue all employee and vendor tax statements accurately and within applicable deadlines.
- Perform system requirements documentation with the Information Technology Department.
- Debt administration for all bond issues.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Coordinate the City's Internal Audit Program.
- Quarterly review and update of all funds.
- Utilize technology to enhance the presentation of the CAFR.
- Ensure all employee and vendor payments are processed on time and in compliance of City, State and Federal requirements.
- Ensure all biweekly, quarterly and annual tax remittances and report filings are completed accurately and on time.

CHANGES FROM PRIOR YEAR

Staffing changes include the addition of a full-time Accountant position in order to meet the requirements and increased demand of internal and external reporting and financial analysis.

Accounting/Administration Division

001.FN01A



		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		17.000	16.800	17.800	1.000
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,349,822	\$ 1,359,245	\$ 1,430,479	\$ 71,234
60006	Overtime	376	5,000	5,000	
60012	Fringe Benefits	289,286	272,424	289,886	17,462
60012.1008	Fringe Benefits - Retiree Benefits	554	8,228	9,000	772
60012.1509	Fringe Benefits - Pension	291,609	295,029	296,206	1,177
60012.1528	Fringe Benefits - Workers Comp	34,098	54,417	21,499	(32,918)
60015	Wellness Program	225			
60022	Car Allowance	4,488	4,488	4,488	
60031	Payroll Adjustment	(1,802)			
		1,968,656	1,998,831	2,056,558	57,727
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 161,276	\$ 190,832	\$ 190,832	
62170.1001	Temporary Staffing	11,805			
62300	Special Departmental Supplies	8,238	6,200	6,200	
62310	Office Supplies	9,362	12,978	10,424	(2,554)
62420	Books & Periodicals	886	860	860	
62440	Office Equip Maint & Repairs		500	200	(300)
62455	Equipment Rentals	11,173	10,800	11,200	400
62700	Memberships & Dues	1,469	1,369	1,469	100
62710	Travel	3,372	4,629	4,629	
62755	Training	8,221	4,181	4,181	
62895	Miscellaneous	1,720	1,625	1,625	
NON-DISCRETIONARY					
62470	F533 Office Equip Rental		634	634	
62485	F535 Comm Equip Rental	19,129	19,129	16,907	(2,222)
62496	F537 Computer Equip Rental	20,801	19,694	22,264	2,570
		257,452	273,431	271,425	(2,006)
PROGRAM TOTAL		\$ 2,226,108	\$ 2,272,262	\$ 2,327,983	\$ 55,721

Budget/Purchasing/Revenue Division

001.FN02A



This Division is made up of three sections. The Budget Section's main function includes the preparation, development and publication of the Annual Adopted Budget and the Capital Improvement Program (CIP) budgets. The Budget staff works with all City departments in obtaining revenue estimates, analyzing expenditures and assisting on budget amendments during the fiscal year. The Budget Section submits a Proposed Budget document to Council for review prior to adoption. This section also provides reports regarding the financial status of the City during the fiscal year.

Purchasing provides centralized control over the issuance of purchase orders and contracts with respect to the procurement of goods and services, and provides administrative management of the City's procurement card program.

The Revenue Section is responsible for managing the revenue operations of the City by monitoring the City's major revenues, such as Sales Tax and Property Tax. It is also responsible for the City's billed receivables, including the collection of citywide delinquent accounts. This section also handles grants management and revenue forecasting.

OBJECTIVES

- Prepare, publish and maintain a balanced Annual Operating and CIP Budget.
- Anticipate potential economic impacts from changing conditions, State budget impacts to Burbank, State and Federal legislation to the City, and recommend and/or take measures to mitigate or minimize those impacts.
- Coordinate the annual cost allocation plan.
- Prepare the annual update of the Burbank Fee Schedule.
- Provide ongoing training to all departments on the Oracle Purchasing and Accounts Receivable modules.
- Enhance interdepartmental communications and customer service through ongoing training and department meetings.
- Support Citywide purchasing needs by assisting departments in preparing bid specifications and request for proposals as well as negotiating contract terms.
- Provide the City Manager and City Council ongoing status reports on the City's financial condition.
- Administer the City's billed receivables and maintain the collection of delinquent accounts for all departments.
- Provide departments with analytical support for special studies such as revenue analysis for proposed new fees and funding sources.

Budget/Purchasing/Revenue Division

001.FN02A



		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		15.000	15.000	15.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,125,496	\$ 1,133,515	\$ 1,150,373	\$ 16,858
60006	Overtime		500	500	
60012	Fringe Benefits	258,691	238,917	239,672	755
60012.1008	Fringe Benefits - Retiree Benefits	443	7,260	7,500	240
60012.1509	Fringe Benefits - Pension	247,944	247,610	237,425	(10,185)
60012.1528	Fringe Benefits - Workers Comp	24,801	41,689	13,887	(27,802)
60031	Payroll Adjustment	(1,087)			
		1,656,288	1,669,491	1,649,357	(20,134)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 102,844	\$ 98,198	\$ 98,198	
62170.1001	Private Contract Serv-Temp Staff	6,692			
62300	Special Departmental Supplies	1,753	4,128	4,128	
62310	Office Supplies	6,049	6,800	6,800	
62405	Uniforms & Tools				
62420	Books & Periodicals	44	100	100	
62440	Office Equip Maint & Repairs	145	200	200	
62455	Equipment Rentals	10,532	8,546	10,600	2,054
62700	Memberships & Dues	1,748	1,670	1,670	
62710	Travel	1,584	3,090	3,090	
62755	Training	1,546	4,180	4,180	
62895	Miscellaneous	1,059	550	850	300
NON-DISCRETIONARY					
62220	Insurance	29,863	12,642	13,234	592
62470	F533 Office Equip Rental		647	647	
62485	F535 Comm Equip Rental	5,687	5,687	5,027	(660)
62496	F537 Computer Equip Rental	8,898	8,276	9,119	843
		178,444	154,714	157,843	3,129
PROGRAM TOTAL		\$ 1,834,732	\$ 1,824,205	\$ 1,807,200	\$ (17,005)

FINANCIAL SERVICES

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Account Clerk	4.000	4.800	4.800	1.000
Accountant	2.000	2.000	3.000	
Accounting/Audit Manager	1.000	1.000	1.000	
Administrative Analyst I	3.000	1.000	1.000	
Administrative Analyst II	1.000	2.000	2.000	
Administrative Officer	1.000	1.000	1.000	
Buyer I		1.000	1.000	
Buyer II	1.000	2.000	2.000	
Deputy Fin. Services Director	2.000	2.000	2.000	
Executive Assistant	1.000	1.000	1.000	
Financial Services Director	1.000	1.000	1.000	
Financial Systems Manager	1.000	1.000	1.000	
Grants and Revenue Manager	1.000	1.000	1.000	
Intermediate Clerk	2.000	2.000	2.000	
Payroll Technician II	1.000	1.000	1.000	
Principal Accountant	1.000	1.000	1.000	
Purchasing Manager	1.000	1.000	1.000	
Senior Accountant	1.000	1.000	1.000	
Senior Administrative Analyst	1.000	2.000	2.000	
Senior Buyer	1.000			
Senior Clerk	1.000	1.000	1.000	
Senior Collections Specialist	1.000	1.000	1.000	
Supervising Account Clerk	3.000	1.000	1.000	
TOTAL STAFF YEARS	32.000	31.800	32.800	1.000